UNITED
NATIONS

ST

Secretariat

ST/IC/1991/43
25 July 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS STAFF RELIEF COMMITTEE FOR FLOOD VICTIMS IN CHINA

1. As reported in the media and by the Office of the United Nations Disaster Relief Coordinator, one of the worst floods in the region in this century devastated at least 18 provinces in China. Over 1,800 people were killed, and some 200 million people have been affected. Damage to crops and industry was enormous; initial economic losses have been estimated at over $6 billion.

2. With the approval of the Secretary-General, United Nations staff, in the tradition of their humane concern to help, have formed the United Nations Staff Relief Committee for Flood Victims in China for the purpose of conducting a fund-raising appeal. The Committee is composed of over 30 staff members with Mr. James P. Grant, Executive Director of the United Nations Children's Fund, and Mr. Chaozhu Ji, Under-Secretary-General, Department of Technical Cooperation for Development, as Honorary Co-Chairpersons, with Mr. Wai-tsu Fan as Co-Chairperson, Mr. Yun-chour Fu as Secretary and Ms. Siak Fui Liow as Treasurer.

3. On Wednesday, 31 July 1991, contributions will be collected at Headquarters by authorized staff members acting on behalf of the Committee.

4. If anyone would like to make a contribution earlier or later than 31 July 1991, a cheque payable to "UNSFC" should be forwarded to the Treasurer, Ms. Siak Fui Liow (room S-2375, extension 3.6099) or to the Secretary, Mr. Yun-chour Fu (room S-2360, extension 3.6072).

5. All contributions will be handed over to the United Nations Development Programme to be transmitted to the UNDP Office in Beijing to provide direct assistance to the victims.

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UNITED NATIONS

ST

Secretariat

ST/IC/1991/44
22 July 1991

ENGLISH ONLY

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN*

1. The Programme will begin its twenty-first year in September 1991 with very limited subsidies. It will continue to be conducted under the auspices of an independent Board of Trustees. Qualified staff members will supervise games, athletic activities, dance and creative movement, arts and crafts and homework.

2. The fall semester will run from Monday to Friday beginning on Wednesday, 11 September 1991 from 3.15 p.m. to 6.15 p.m. in the DC2 Building, 45th Street entrance (330 East 45th Street). Transportation is provided from the United Nations International School building at 25th Street to the DC2 Building. Private transportation arrangements must be made for children coming from other schools.

3. The Programme is open to 5- to 12-year-old children of United Nations parents. It is a subsidized programme established essentially for working parents not in a position to provide after-school care for their young children. Therefore, parents with net joint incomes of $28,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee for each semester, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration. Depending on demand, further criteria may be established by the Board of Trustees.

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* Personnel Manual index No. 13000.

4. Interested parents are asked to complete the attached application form and return it by 28 August 1991 to room DC2-839. There will be a late fee of $50 for applications submitted after that date.

5. There have been numerous complaints about the presence of children in the Secretariat Building and in the DC1 and DC2 buildings. Staff members are therefore expected to enrol their children between the ages of 5 and 12 years in the Programme, in accordance with information circular ST/IC/86/21 of 2 April 1986. If parents do not wish to do so, then they must make other arrangements to have their children supervised.

6. For further information, please call extension 3.8730.

APPLICATION FOR THE AFTER-SCHOOL RECREATION AND STUDY PROGRAMME FOR UNITED NATIONS CHILDREN

Fall semester _____(year)

Renewal |_____|

New application |_____|

INSTRUCTIONS: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____

School currently attending _____ Location _____

Previously enrolled in After-School Recreation and Study Programme? Yes/No

Name of parent or guardian _____ Room _____ Ext. _____

Home address _____ Tel. _____

Grade and step _____ Education grant: Yes/No Nationality _____

Name of spouse _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Ext. _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____ Tel. _____

Information on other dependent children:

| | Child's name | Sex | Birth date | School | Location of school |
|---|---|---|---|---|---|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |

While ASRSP, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents with net joint incomes of $28,000 or above are expected to pay for each child $200 per semester plus the $200 enrolment fee, which, together, represents only part of the actual cost per child incurred by the Programme. Special family circumstances will, however, be taken into consideration.

How many persons does your family salary provide for? _____

Is your net family income* above $28,000? Yes/No

You may be asked to provide supporting information at a later date.

CERTIFICATION

I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

Payment made to ASRSP is attached. This fee is non-refundable unless the Programme is discontinued. There will be a late fee of $50.

The hours are from 3.15 p.m. to 6.15 p.m. Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The Programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time. Children must be picked up at the latest at 6.15 p.m. Children will be asked to leave the Programme if parents fail to pick them up on time on two occasions. In such an event, there will be no refund of the fee.

* Net income is defined as salaries, post adjustment, as well as education grant, dependency, housing and any other allowances minus United Nations staff assessment and United Nations pension contribution.

UNITED NATIONS

ST

Secretariat

ST/IC/1991/45
29 July 1991

INFORMATION CIRCULAR

To: Members of the staff at duty stations away from Headquarters

From: The Controller

Subject: VAN BREDA MEDICAL, HOSPITAL AND DENTAL INSURANCE - PREMIUM REBATE*

The purpose of the present circular is to inform participants in the Van Breda medical, hospital and dental insurance plan of the decision to effect a premium rebate to participants. A surplus has accumulated with respect to this plan as a result of favourable claims experience. It has been decided to implement a one-month premium rebate from the surplus in July 1991. Only active staff members who were enrolled in the Van Breda plan for six months or more in 1990 and who continue to be in the plan in July 1991 will receive the rebate. Rebates for eligible staff will be processed by the office from which they are payrolled.

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* Personnel Manual index No. 6191.

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